

# 607th Weather Squadron Classified Courier Training



Security Managers:

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# Courier Training

- This brief will review
  - Transporting Classified materials
  - Marking Classified materials
  - Disseminating Classified materials
  - Securing Classified Materials

# Courier Training

## Transporting Classified materials

- If you transport classified material off post, you must have your courier card.
- You may pick up material from the Northern Node Center and transport to Bldg 1506 or CC Seoul without a courier card.
- Before reporting to the Northern Node Center, validate that you are on their courier list. If the Northern Node calls you with a message, ask if you are on the list **BEFORE** hanging up the phone.
- The Northern Node Center is to the left and rear of CC Seoul as you look at the front of CC Seoul.
- Ensure the proper markings are on the document **BEFORE** you leave the Northern Node Center

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## Transporting Classified Material

- Double-wrapped material; both wrappers opaque
  - Inside wrapper labeled with classification
  - Outside wrapper not labeled, book bag or brief case OK
  - A disk in your BDU pocket is OK.
- Sign for material at the Northern Node Center  
Go straight from point A to point B (Northern Node Center to Bldg 1506 or CC Seoul)
- Positive control over classified at all times!

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## Marking Classified materials

- Markings
  - Use full-color coversheets at all times (SF 704)!
  - Use classification stamps on top and bottom, front and back of every sheet!
  - Use highly visible disk labels (SF 707)!
  - Standard is that you should be able to identify a classified document from across the room.

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## Disseminating Classified materials

- Do **NOT** discuss classified items over unsecure telephones.
- If a message requires immediate action, contact the appropriate person (CC, DO, etc.)
- Inform them that there is a message which requires their immediate attention.
- Check the classification of the title line, **USUALLY** you can give them the topic.

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## Securing Classified materials

- Do **NOT** leave classified material unattended, maintain **POSITIVE** control at **ALL** times.
- Secure the material in the appropriate safe.  
SECRET REL// ROK USA in **OX-SAFE 1**  
SECRET US or SECRET REL ROK in **OX-SAFE 2**  
(vault)
- Only release the material to another individual with the appropriate clearance and need to know.